



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
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Second District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

June 4, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: JOB ORDER CONTRACTS  
FOR MAINTENANCE, REPAIR, AND REFURBISHMENT  
OF COUNTY INFRASTRUCTURE AND FACILITIES  
ADOPT, ADVERTISE, AND AWARD VARIOUS SPECIFICATIONS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This action is to increase the limit for future Job Order Contracts to \$4 million; adopt the Job Order Contracts Unit Price Book and Specifications; advertise for bids to be received; and award to the Lowest Responsive and Responsible Bidders for 11 separate Job Order Contracts, and one Job Order Contract for site clearing and demolition.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Increase the amount for future Job Order Contracts from the current limit of \$3.9 million, to a new limit of \$4 million, to reflect annualized increases based on the applicable California consumer price index from 2006 to 2007, as authorized by Public Contract Code Section 20128.5.
2. Adopt the Job Order Contracts Unit Price Book and Specifications, and instruct the Executive Officer of the Board to advertise for bids to be received for 11 separate Job Order Contracts on July 8, 2008, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

3. Adopt the Job Order Contracts Unit Price Book and Specifications for site clearing and demolition of structures, and instruct the Executive Officer of the Board to advertise for bids to be received on July 8, 2008, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
4. Authorize the Acting Director of Public Works to award 11 separate Job Order Contracts for a not-to-exceed fee of \$4 million each to the Lowest Responsive and Responsible Bidders for work related to maintenance, repair, and refurbishment of County infrastructure and facilities.
5. Authorize the Acting Director of Public Works to award a Job Order Contract for a not-to-exceed fee of \$2 million to the Lowest Responsive and Responsible Bidder for work related to site clearing and demolition of structures.
6. Authorize the Acting Director of Public Works to prepare and execute the Job Order Contracts in the form previously approved by County Counsel and establish the effective date following receipt of approved Faithful Performance and Labor and Materials Bonds filed by the contractors.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will augment the Department of Public Works' (Public Works) ability to effectively and efficiently perform a broad array of maintenance, repair, and refurbishment of County infrastructure and facilities.

It is also recommended that your Board approve an increase in the maximum value of future Job Order Contracts (JOCs) from the current level of \$3.9 million to \$4 million to reflect the annualized increases based on the consumer price index as authorized by Public Contract Code Section 20128.5. The 1997 amendments to Public Contract Code Section 20128.5 provided that the maximum value may be adjusted upward on an annualized basis based on the consumer price index. On April 3, 2007, your Board approved an increase in the value of JOCs to \$3.9 million. The applicable California consumer price index has increased by a total of 3.4 percent, from 2006 to 2007. Increasing the annual limit will enable the County to keep up with the rising cost of construction and maintain JOCs' viability as an alternative contracting method.

The JOC is a flexible, cost-effective unit price contracting technique to accomplish maintenance, repair, and refurbishment of County infrastructure and facilities without extensive plans and specifications. JOCs are annual contracts that may be awarded for

repair, remodeling, refurbishment, or other repetitive work, but not for new construction. This relatively simple and straightforward process reduces administrative requirements and lowers direct construction costs while meeting all Federal, State, and County procurement requirements. Because of the immediate need to initiate work, we recommend your Board authorize the Acting Director of Public Works to award 11 JOCs for not-to-exceed amounts of \$4 million, and one JOC for a not-to-exceed amount of \$2 million for site clearing and demolition of structures.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide Service Excellence (Goal 1) and Organizational Effectiveness (Goal 3) by increasing our capacity to handle irregular workloads in a responsive manner.

### **FISCAL IMPACT/FINANCING**

Maintenance, repair, and refurbishment work will be financed through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. For capital projects (including refurbishments), no work will be assigned to these JOCs without the prior review and funding authorization from the Chief Executive Office. For Public Works' infrastructure and maintenance projects, no work will be assigned to these JOCs without the appropriate funding authorization.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract agreement will be in the form previously reviewed and approved by County Counsel. The recommended contracts, JOCs 0801 through 0812, will be solicited on an open-competitive basis and in accordance with applicable Federal, State, and County requirements. The contractors will be in compliance with the Chief Executive Officer's and your Board's requirements.

The contracts will contain terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence or General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program,

Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation will be on file with Public Works. The contractors will be selected upon final analysis and consideration without regard to race, creed, gender, or color.

The State Public Contract Code requires the County to award construction contracts to the Lowest Responsive and Responsible Bidder, which is defined as the firm that: (1) submits the bid with the lowest cost; (2) is deemed by the County to be responsive to specific criteria under the solicitation, including but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a responsible bidder by exhibiting the capability, capacity, experience, trustworthiness, and financial wherewithal to perform the work required under the bid solicitation.

To ensure that the contract is awarded to the lowest responsive and responsible contractor with a satisfactory history of performance, bidders will be required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the Contractors' State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the contractor will be considered before making a recommendation to award.

The General Conditions, Specifications, and Unit Price Books include the contractual provisions, methods, and material requirements necessary for this project and are on file with Public Works.

### **ENVIRONMENTAL DOCUMENTATION**

In accordance with Section 15378(b) of the California Environmental Quality Act (CEQA) Guidelines, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA. The implementation of each work order under these JOCs shall be subject to prior determination and documentation by Public Works that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation.

### **CONTRACTING PROCESS**

As requested by your Board on February 3, 1998, the invitation for bids will be listed on the Doing Business with Us website.

The Honorable Board of Supervisors  
June 4, 2008  
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Public Works has evaluated and determined that the Living Wage Program (County Code, Chapter 2.201) does not apply to the recommended contracts as these contracts are for non-Proposition A services.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' Capital Projects CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The use of these contracts will expedite the completion of maintenance, repair, and refurbishment of County infrastructure and facilities work managed by Public Works. Minor impacts to tenant departments may occur while maintenance, repair, and refurbishment of County infrastructure and facilities work is underway.

**CONCLUSION**

Please return one adopted, stamped copy of this letter to my office, and one to the Department of Public Works (Architectural Engineering Division).

Respectfully submitted,

  
WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DDE:DL  
JSE:DJT:RB:zu

Attachments

c: County Counsel  
Department of Public Social Services (GAIN/GROW Program)  
Department of Public Works

June 4, 2008

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS: JOB ORDER CONTRACTS  
FOR MAINTENANCE, REPAIR, AND REFURBISHMENT  
OF COUNTY INFRASTRUCTURE AND FACILITIES  
ADOPT, ADVERTISE, AND AWARD VARIOUS SPECIFICATIONS  
(ALL DISTRICTS) (3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 15 days prior to the bid opening date. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

**BID DEADLINES**

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>
All	JOC Specs.	JOC 0801	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0802	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0803	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0804	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0805	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0806	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0807	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0808	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0809	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0810	\$15 or all for \$135	07/08/08	10:45 a.m.
All	JOC Specs.	JOC 0811	\$15 or all for \$135	07/08/08	10:45 a.m.

Bids shall conform to Bidding Requirements, General Conditions, Specifications, and Unit Price Books open for inspection at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine, Alhambra, California 91803. Copies of the above documents to be bid upon may be obtained at such office for a fee as indicated. For information regarding receipt of bid documents or project-related information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office located at the above address no later than the designated time and date indicated. Bids will be publicly opened, examined, and

declared by Public Works approximately 15 minutes following the deadlines for submission of bids stated above (bids that are due no later than 10:45 a.m. will be opened at approximately 11:00 a.m.) on the designated dates in Architectural Engineering Division's Conference Room, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a B license classification at the time of award. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PREBID CONFERENCE**

Public Works will hold a single mandatory prebid conference for all of the listed Job Order Contract (JOC) contracts/projects at 1:00 p.m., on June 24, 2008, in Conference Room B, 900 South Fremont Avenue, Alhambra, California 91803, to provide information on the JOC, bidding process, and answer any questions that potential bidders may have. A bid submitted by a company that did not have a representative of the company sign in as being present at the mandatory prebid conference may be rejected as nonresponsive, and it is strongly recommended that the representative who attends the mandatory prebid conference for the company be a principal of the company or a person authorized to make decisions for the company.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations only, or for more ADA information, please contact our departmental ADA coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones solamente, o para mas información del ADA, pongase en contacto con nuestro coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated June 3, 2008.

SACHI A. HAMAI, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS OF  
THE COUNTY OF LOS ANGELES



June 4, 2008

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS: JOB ORDER CONTRACTS  
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All	JOC Specs.	JOC 0812	\$15	07/08/08	10:45 a.m.

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Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a C-21 license classification at the time of award. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

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